

7 August 1953

MEMORANDUM FOR: Chairmen, Component Career Service Boards

SUBJECT: Requests for Allotment of Career Development Slots

REFERENCE: Staff Study "Career Development Slots", dated
25 July 1953 (attached)

1. Pursuant to the Director's approval of the attached Staff Study, a pool of fifty Career Development Slots has been established for allotment by the CIA Career Service Board to accommodate individual career development actions as appropriate.

2. This is to outline the information which the CIA Career Service Board will require in considering requests for the allotment of such Slots and to provide interim guidance for processing such requests pending the publication of a pertinent Agency Regulation.

3. Requests for the allotment of Career Development Slots should be addressed to the CIA Career Service Board by the Component Head who has career planning responsibility for the individual concerned, and should be forwarded through the Assistant Director (Personnel). In each case, the request should include:

a. A statement of the individual's career plan as approved by his Component Career Service Board.

b. A description of the nature and duration of the specific development action proposed, as it relates to the individual's career plan. Any prior approval of the action which may have been given by the Director of Training or the Assistant Director (Personnel) should be indicated.

c. The specific assignment which is planned for the individual upon completion of the proposed development action.

d. A justification of the necessity of accomplishing the proposed development action through the use of a Career Development Slot rather than through some other administrative device.

e. Signature lines should be provided at the bottom of the request to record the concurrences of both the Director of Training and the Assistant Director (Personnel).

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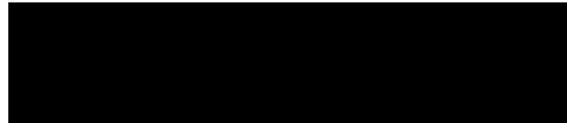
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Security Information

4. The CIA Career Service Board will consider requests for Career Development Slots to accommodate individuals grade GS-16 and above only with the understanding that no new Super-Grade will be processed to cover such individuals' absence from their normal duties.

5. When the CIA Career Service Board approves a request for a Career Development Slot, such a slot will be allotted to the requesting component to accommodate the individual concerned. This allotment will terminate upon completion of the approved development action.

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LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board

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